Global Materials - Test Assignment Information

BACKGROUND: A test assignment information record defines how tests can be assigned to sample records, based on material, sample type, lab unit, and test method. To create a test assignment information record, an action relationship must exist between the material or its parent material category and the test method, and the test method must be assigned to a testing qualification associated with the lab unit.

ROLES: Global Materials Admin, Materials Lab Admin, Materials Rover, Materials Lab Supervisor

NAVIGATION:

Reference Data > Test Assignment Information >

To search existing Test Assignment Information records:

1. On the Test Assignment Information Overview page, use the search and filter fields at the top of the page to explore existing test assignment information records.

To add a new Test Assignment Information record:

2. On the Test Assignment Information Overview page, hit the **New** button to create a new record.
3. In the **Material Category** autocomplete field, begin typing the name of the desired material category and select it when it populates.
4. If the test assignment will be specific to one material, select that material in the **Material** autocomplete field.
5. In the **Sample Type** dropdown, select the desired sample type.
6. In the **Lab Unit** autocomplete field, select the lab unit that will conduct the test.
7. In the **Test** autocomplete field, select the test method to be assigned.
8. You can also control how many runs of a test will be assigned (**Test Runs**), in what status they will begin (**Start Test Status**), and whether or not a test is a default for appropriate sample records (**Default Test**).